

**WEST WILTS  
YOUTH SAILING ASSOCIATION**



**WWYSA**

**OPERATIONS**

**MANUAL**

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## 1. INTRODUCTION

1.1. **Association Overview.** The West Wilts Youth Sailing Association is a RYA Recognised Training Centre, based at a lake in Westbury. The Association's primary aim is to introduce young people between the ages of 8 and 18 to the sport of sailing. Started in 1967, the Association had just three boats and a group of keen volunteers. Over 50 years later, we now have 19 boats, two safety boats and a team of RYA qualified instructors, so are able to offer sailing tuition to approximately 100 children per week throughout our season. The Association is a self financing charitable trust and run completely by volunteers.

1.2. **Aim of the Operations Manual.** The aim of this operations manual is to give all those who are involved in the delivery of training and other activities under the auspices of the West Wilts Youth Sailing Association (WWYSA) the necessary guidance required to ensure these activities are conducted in a safe and fun manner. This manual is to be read and signed for by all General Committee members, instructors and adult helpers.

1.3. **Format.** This operations manual has three parts:

- **Policy.** Articulation of the essential elements of the Association's key policies is contained in Sections 2 – 7.
- **Conduct of Training.** How training sessions are to be conducted is described in Sections 8 – 10.
- **Annexes.** Key policies are shown in full in the Annexes.

1.4. **Updates.** It is the Principal's responsibility to review the operations manual annually. However, updates deemed sufficiently important will be implemented as required.

## POLICIES

### 2. ROLES AND RESPONSIBILITIES

2.1. **General Committee.** The structure, roles and responsibilities of the General Committee are outlined in the WWYSA General Committee Roles and Responsibilities document (dated Feb 18) and in the Association's Constitution.

2.2. **Principal.** The Principal is responsible, on behalf of the General Committee, for ensuring all instructors conduct the activities of the Association, whether at the Centre or at another location, in a safe manner and in accordance with the safety requirements of the RYA.

2.3. **Instructors.**

- The Chief Instructor undertakes to maintain the standards of RYA recognition, and is also responsible for ensuring tuition is delivered in accordance with the [RYA Dinghy National and Youth Sailing Schemes](#).
- A Senior Instructor must be in attendance during all sailing sessions and will be designated the Instructor-in-Charge
- The Instructor-in-Charge of the session or activity is responsible for ensuring that the session or activity is conducted in accordance with this Operations Manual.

2.4. **Members.** All members of the Association are to abide by the Association's Code of Conduct, which can be found at Annex A.

2.5. **Other Sites.** When operating at other RYA Recognised Training Centres (such as the coastal centre at Mountbatten, Plymouth) an agreement of use incorporating the host centre's operating procedures must be in place and available. WWYSA instructors and members are required to follow these procedures.

2.6. **RYA Annual Inspections.** During a RYA inspection all equipment must be available. The Principal and Chief Instructor must be present.

### 3. HEALTH AND SAFETY

3.1. **Policy Statement.** All Members MUST comply with the Association's Health and Safety Policy Statement, which is at Annex B. In addition, instructors must comply with the instructions contained in this Operations Manual.

#### 3.2. Risk Assessment.

- The generic risk assessment for the WWYSA Centre, at Westbury Lake, is at Annex C. It is to be read and understood by all.
- The risk assessment will be reviewed annually by the Principal.
- Instructors-in-Charge are to complete the sailing training night risk assessments before any sailing takes place.
- Activity and location specific risk assessments are to be completed by those leading activities taking place at other locations, and is to include WWYSA organised travel and accommodation arrangements. The format posted on the RYA website is to be used and a copy of the completed risk assessment is to be provided to the Chief Instructor no less than 5 days prior to the event

#### 3.3. Suitability of Equipment.

- The Principal and Chief Instructor will ensure every boat and other items of equipment are suitable for their designated purposes and undamaged.
- Instructors-in-Charge are responsible for checking boats and equipment at the start of each session and ensuring that damage or loss to boats and equipment are reported in the WWYSA Repair Log, and that they are not used until repaired.
- In particular, NO boat shall be used unless ALL its components are in satisfactory working order.
- An annual buoyancy test of dinghies is to take place and results recorded (Chief Instructor to arrange).

3.4. **Tools.** Tools for repair and maintenance of premises, boats and equipment shall not be used unless in a good state of repair and suitable for the purpose for which it is proposed to use them.

#### 3.5. Safety – General.

- No smoking (including use of e-cigarettes) is permitted whilst on site, including within the car park area.
- Buoyancy Aids MUST be worn at all times when venturing onto the concrete slab area (i.e. the area from the edge of the gravel/concrete interface and the water edge).

#### 3.6. Safety on the Water.

- A safety boat shall ALWAYS be the first boat on the water and the last boat off. During formal tuition and coaching sessions for 1 to 6 boats there no less than one safety boat on the water. For 7 to 15 boats there must be no less than two safety boats on the water.
- A check list shall be provided in each safety boat summarising the equipment to be carried and pre and post engine start checks. It is the responsibility of the designated safety boat driver to ensure checks are carried out and all required equipment confirmed carried onboard prior to the start of the sailing activities.
- A yellow safety pot must be carried on each safety boat and be returned to the cabin and checked for contents at the end of each session.
- Each safety boat carries a fire extinguisher, fitted under the front seat.
- Safety boat(s) must be fuelled and ready for use AT ALL TIMES when other craft are on the water.
- A 2-way radio MUST be carried onboard each safety boat and be turned on and tuned to channel 2.1.

- While sailing is in progress the safety boat shall ALWAYS be crewed by two persons. The driver in charge of the safety boat must be 18 or over and be qualified to at least RYA Power Boat Level 2 standard and has attended a WWYSA Safety Boat familiarisation.
- A junior of 16 or over with a RYA Power Boat Level 2 certificate may helm the safety boat under supervision by a competent adult, but must not attempt to execute a rescue whilst at the helm.
- ALL members MUST carry a whistle attached to their personal buoyancy aid. These whistles may only be used in a situation of distress or emergency. Instructors-in-Charge must ensure all persons present at a session are wearing a whistle and are aware that the standard distress call or call for assistance is LONG BLASTS ON THE PERSONAL BUOYANCY AID WHISTLE UNTIL ACKNOWLEDGED BY AN INSTRUCTOR. Or waving and shouting.
- In every case of capsized or inversion, the safety boat must attend and conduct the following actions:
  - Keep engine away from the capsized boat and crew. If persons in the water immediately cut/stop engine by pulling Kill Cord.
  - A head count will be taken to confirm that the helm and crew are not trapped.
  - Safety boat to go to top of mast as a priority to assist in righting the craft.
  - Dinghy crew to position themselves on centre/dagger board.
  - No one shall attempt a recovery from under the inverted boat.
  - A safety boat must always attend a boat whose crew has called for assistance, but intervention is at the discretion of the driver of the safety boat or the Instructor-in-Charge of the safety boat.
- If more craft require assistance than there are safety boats available, the driver(s) of the safety boat(s) must prioritise the situation of each craft in trouble and deal with them accordingly, either by recovering the crews as described below or, if necessary, calling for further assistance from the instructors on shore.
- The safety and wellbeing of crew members is of paramount importance and if either the condition of a crew member indicates the need for immediate attention or there are a number of craft in trouble, the crew(s) should be recovered into the safety boat(s) and taken ashore and then the dinghies recovered as soon as is convenient.
- Students who have been in the water due to unintentional capsized must be monitored by the safety boat crew and/or their instructor, and ordered ashore if showing any sign of excessive chilling or distress.
- Students brought or sent ashore after immersion must be supervised by an instructor or the designated person until it is certain there are no ill effects. At the end of the session the Instructor-In-Charge shall inform the child's parent or guardian of any incident that may have caused distress/concern.

### 3.7 Action in the Event of Injury and/or Hypothermia.

- The first aid kit, survival blanket and accident book are all kept in the cabinet in the foyer of the clubhouse.
- In the following paragraphs, "seek medical help" means contact the emergency services. The Minor Injuries Units are at Trowbridge and Frome Hospitals or Bath RUH Hospital. In deciding whether to seek medical help, always err on the side of caution.
- **Hypothermia.** Ensure that casualty is warm, preferably dry and changed into dry clothing (provide assistance if necessary) and given a warm drink. If symptoms are severe or do not abate, seek medical help.
- **Impact Injury.** For ALL head injuries (except the very minor), seek medical help. It is the responsibility of the Instructor-in-Charge to decide that a head injury is too minor to require referral. For other impact injuries the Instructor-in-Charge should assess the severity and whether to seek medical help.
- **Other Injuries.** Treat if minor or apply first aid and seek medical help.
- **Accident Book.**
  - ALL injuries MUST be recorded in the accident book, and a parent/guardian notified, either at the end of the session or, if referred to hospital, at the earliest possible time.

- All entries in the accident book must be reported by the Instructor-in-Charge to the Principal and Chief Instructor within 24 hours. If the Chief Instructor is not available, notify the Commodore.

**3.8 Major Incident Procedures.** Occasionally incidents occur which by nature of their seriousness or degree of public interest have the potential to damage the reputation of WWYSA if not handled effectively and efficiently. The procedures to be followed for dealing with and reporting major incidents are covered in Annex D.

### **3.9 Storage and Use of Petrol**

- The cans of fuel for the outboard engines must be stored in the steel locker provided for the purpose.
- The fuel tanks of the engines must be refilled on the hard and not in any building or on the boat.
- NO SMOKING IS PERMITTED ON A POWERBOAT BECAUSE OF THE FIRE HAZARD.
- NO SMOKING ON SITE (including within car park area).

**3.10 Storage of Hazardous Substances.** All cleaning materials, paints, glues and boat repair materials must be stored in locked cupboards and only used on the instructions of and under supervision of an instructor.

**3.11 Vehicle Parking.** Vehicles shall be parked in the designated car park and shall not obstruct access gates to/from the sailing compound, car park and road.

**3.12 Contaminated Water.** All Members are warned of the hazard of Weil's disease on joining the Association and subsequently at the start of each season. Any incidence of Blue/Green Algae must be immediately reported to the Chief Instructor and/or the Commodore so that appropriate warnings can be issued.

## **4. FIRST AID QUALIFICATIONS**

**4.1. Requirement.** RYA qualified instructors and are required to hold, and WWYSA assistant instructors are expected to hold, current first aid certificates. It is the responsibility of each instructor and assistant to ensure that their certificate is current. Certificates are valid for three years. An out-of-date 1<sup>st</sup> Aid Certificate invalidates the DI or SI qualification.

**4.2. Training.** The Principal will organise a first aid course annually at the start of each season and those instructors wishing to take part must notify the Principal. The Principal is responsible for ensuring the syllabus of the first aid course meets the RYA's requirements.

## **5. FIRE**

**5.1. Procedure.** In the event of fire, the following procedure is to be followed:

- The person discovering it must shout "FIRE" and sound the audible alarm bell.
- On hearing the fire alarm, an instructor (the Instructor-in-Charge if ashore) must clear all persons from every building, take the log and proceed out of the sailing compound to the designated muster point in the car park.
- On hearing the fire alarm all persons on shore must assemble at the designated muster point in the car park.
- One adult should be tasked by the Instructor-in-Charge to telephone for the Fire Brigade.
- On hearing the fire alarm, all dinghy crews should proceed to the pontoon next to the island and raft up. A safety boat should proceed to the pontoon by the island and its crew take charge of the dinghy crews rafted there.
- The Senior Instructor ashore should check off the named people ashore in the register, and then use the radio to check off the names of those on the island.
- If anyone is not accounted for, an immediate search must be initiated by the instructors, although the building in which the fire is located should only be entered if it is safe to do so.

5.2. **Training.** The Chief Instructor will arrange a fire drill for each regular group early in the season.

## 6. SAFEGUARDING

6.1. **Safeguarding Policy Statement.** The Association's Safeguarding Policy Statement is at Annex E, which contains a good practice guide, a description of the different types of abuse, and the reporting procedures to be followed if abuse is suspected. All instructors, assistant instructors and adult helpers are to read and comply with it.

6.2. **DBS Checks.** All instructors, assistant instructors and adult helpers will be subject to a DBS check.

## 7. EQUALITY.

7.1. **Equality Policy Statement.** The Association's Equality Policy Statement is at Annex F.

7.2. **Objectives.** The objectives of the Equality Policy are as follows:

- To make boating an activity that is genuinely open to anyone who wishes to take part.
- To provide the framework for everyone to enjoy the sport, in whatever capacity and to whatever level the individual desires.
- To ensure WWYSA's services, including training schemes, are accessible to all, including those who have been under-represented in the past.

## CONDUCT OF TRAINING

### 8. START OF TRAINING PROCEDURES

8.1. **Opening Procedures<sup>1</sup>.** The Instructor-in-Charge is responsible for unlocking the Centre at the start of each session, but may delegate this duty providing it is ensured the instructor to whom this duty is delegated has the necessary keys. The procedure to be followed is:

- Unlock car park main gate.
- Unlock inner compound pedestrian access gate and relock padlock on hasps.
- Unlock sail store and temporary changing facilities containers.
- If the Centre is in use on arrival, check the keys are in the correct position in the sail store and the training cupboard BEFORE the departure of the previous group.
- Check the correct number of buoyancy aids are present and have been returned to the drying rail.
- Check changing rooms, etc, and collect any discarded clothing and place in the lost property book.
- Fill out the relevant details on a new sheet in the logbook.

#### 8.2. Before Sailing.

- The Instructor-in-Charge to brief instructing staff and adult helpers outlining plan for the session, objectives, safety, responsibilities, group sizes and experience.
- Launch safety boat(s) unless in water from previous group.
- Check fuel and equipment in safety boat(s) and ensure they are ready for use. Start and run up engine(s).
- Check all the instructors and students sign the logbook on arrival and students leave their Membership Card, RYA logbook and valuables in the container on the counter in the Cabin.
- All instructors must check students are wearing correct clothing for the weather conditions and have no uncovered open wounds. If necessary, supply an adhesive dressing or disposable glove to cover the wound.

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<sup>1</sup> To be updated subject to new club house facilities being opened.

- Anyone with long hair must have it tied back loosely, low at the back of the head, to reduce the risk of it getting caught whilst sailing.
- All members and visitors must wear personal buoyancy aids at all times when on the hard standing or on the water. Instructors must check that both students and their own personal buoyancy aids are correctly fitted and fastened.
- Helmets are to be worn by all beginners working towards Stage 1 and those taking part in taster sessions. If a helmet is worn, an instructor must check it fits correctly before the student goes on the water.

### 8.3. Launching and Preparing Boats.

- **Safety.** The safety boat(s) must ALWAYS be in the water and operational before any dinghies are put onto the water.
- **Crewed Dinghies: Duos, Versas and Fevas:**
  - Move on a trolley from the dinghy compound to the hard standing in front of the Cabin and turn to face wind. Leave sufficient space between dinghies to enable rigging to take place.
  - Check all bungs are in place.
  - Collect rudder, sails and boom from sail store, making sure letter coding matches.
  - Fit rudder and lock in lifted position.
  - Bend on the sail and fix the boom.
  - DO NOT HOIST THE MAINSAIL ON SHORE.
  - Launch via slipway and moor on Cabin side of slipway.
  - Drop centreboard and rudder, raise mainsail, unfurl jib and fix mainsheet.
  - DO NOT ALTER ANY RIGGING OR FITTINGS.
- **Toppers:**
  - Move hulls from the racking, ensuring there are sufficient instructors and/or students to take the weight (a minimum of 2 instructors, or 1 instructor plus 2 senior students or 2 junior students, or 3 senior students, or 4 junior students).
  - Check bungs are in place and tight.
  - Place the hull on the hardstanding, next to where they will be moored, ready to be rigged.
  - Collect equipment from sail store (ensuring numbers match those on hull) and fit in the following order:
    - Rudder assembly – fix safety line to horse.
    - Mast assembly.
    - Boom.
    - Kicking strap, outhaul and mainsheet (leave all of these as loose as possible).
    - Launch the boat by lifting it into the water, then moor it with the painter, leaving 1m slack.
    - Fit the dagger board and ensure the shock cord is attached to the mast.
  - DO NOT ALTER ANY RIGGING OR FITTINGS.

## 9. THE TRAINING SESSION

### 9.1 General.

- Instructors must ensure that students behave in an appropriate manner, follow instructions and do not indulge in horseplay on or adjacent to the water.
- Any person entering the Centre who is not a known member of the Association should be escorted to the Instructor-in-Charge and may only remain on the premises with his/her permission.

### 9.2 Planning the Activities.

- The Instructor-in-Charge will have decided the activities to be undertaken at the session, and informed the other instructors. Where possible, this process should be a collaborative activity in order to develop instructors' skills.
- Any changes in the planned programme, due to equipment availability or weather conditions, must be notified to the instructors prior to the dinghies being launched.

- If the activities are taking place in sub-groups, the Instructor-in-Charge will designate sailing areas and inform the sub-group.

### 9.3 The Activities.

- New students are briefed by the Instructor-in-Charge regarding:
  - Familiarisation with the site and facilities (changing rooms, etc)
  - Safeguarding Point of Contact
  - Action in the event of a fire.
  - The standard distress signal (see paragraph 3.6).
- Students are briefed by either Instructor-in-Charge or sub-group leader regarding:
  - The sailing areas.
  - Activities to be undertaken.
  - Any additional safety requirements.
- All activities should be undertaken under the continuous supervision of at least one instructor, or where there are sub-groups at least one instructor per sub-group. RYA student:instructor ratios to be applied: 6:1 for teaching single handers; 9:1 for double handers (single hander boats when sailed by 2 or more students) but no more than 6 boats per instructor.
- Instructors must ensure students do not intentionally capsize craft except for tuition purposes in a controlled situation.
- Instructions to crews on water:
  - General recall to shore: 3 long blasts on horn.
  - To avoid confusion all other instructions should be relayed by the safety boat(s) unless the crew concerned is within easy hailing distance of the hard standing.
- There must be at least one Instructor or other competent adult present on shore when craft are afloat on water.

### 9.4. Returning to shore.

- **IN AN EMERGENCY SITUATION, dinghies MUST be called alongside in groups and the first group either removed from the water or rafted to give adequate room for safe coming alongside by the subsequent groups.**
- If boats are being removed from the water, the above instruction is most easily met by bringing the crewed dinghies alongside first and removing them on their trolley to the hard standing.
- If the wind is onshore, crewed dinghies must heave-to and drop the mainsail BEFORE approaching the shore-side.
- If the boats are being left moored alongside for use by the same or a subsequent crew or group, the mainsail must be dropped on crewed dinghies. Toppers must have the outhauls and clew straps unclipped and the sail wrapped around the mast and secured.

## 10. END OF TRAINING SESSION PROCEDURES<sup>2</sup>

10.1. **Follow On Groups.** If it is known there is another group due to conduct training immediately following the current session, boats may be left on the water provided they are SECURELY moored alongside and sails have been left as described in paragraph 9.4. above.

### 10.2. Recovery and Derigging.

- Crewed dinghies should be recovered without derigging and moved on their trolleys to the hard standing and derigged there.
- Duos, Versas and Fevas should have the sail, mainsheet and kicking strap all left attached to the boom and returned to their correct place in the sailstore together with the rudder. The jib should be fully furled and the cover fitted using the mainsail halyard. All bungs should be released and placed in the bottom of the boat.
- Toppers should be derigged in the following order:
  - Mainsheet.

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<sup>2</sup> To be updated subject to new club house facilities being opened.

- Boom.
- Mast and sail (sail to be wrapped around the mast).
- Rudder.
- Centreboard.
- Boom clipped to the clew using both the clew strap and outhaul hooks and the mainsheet wrapped around the assembly.
- All components should then be returned to their correct place in the sail store.

### 10.3. Stowage.

- All Toppers must be stowed on the boat rack.
- If water is present, remove it by raising the bow, then replace the bung. **DO NOT SCREW IT UP AIRTIGHT.**
- Take Topper hulls to the racking and stow (see paragraph 8.3 regarding minimum number of people required to handle a hull).
- Duos, Versas and Fevas are to be returned to their respective parking spot, bow to the fence and raised up on the scaffolding rail.
- When dinghies are stowed, recover safety boat(s) using their trolleys and stow in sail store.
- The Instructor-in-Charge, or the delegated instructor, is to check stowage and lock both the container and compound.

### 10.4. Close Down.

- Instructor-in-Charge or sub-group leader to debrief students.
- Students to be reminded to collect membership card, logbook and valuables.
- If the fuel tanks in the safety boat(s) have been changed, the empty tanks **MUST** be replenished before completing the session.
- No junior member will be permitted to leave until his /her parent/guardian has countersigned the logbook and informed the Instructor-in-Charge they are leaving.
- Junior members 16 years and over may leave the premises without their parent or guardian countersigning the logbook, providing the Instructor-in-Charge has a letter from the parent or guardian giving prior permission to do so.
- The Instructor-in-Charge, or delegated instructor, is to check personal buoyancy aids and helmets have been stowed correctly and are all present, the changing rooms and toilet are clean and tidy and the lights have been switched off and then lock the container doors.
- Instructor-in-Charge, or delegated instructor, to check the sail store is clean and tidy, keys are in correct place and the lights have been switched off and then lock the doors.
- Instructor-in-Charge to complete the log, including ALL relevant sections, ensuring any damage to boats or equipment has been recorded, even if it has been rectified, and then sign it.
- Instructor-in-Charge to ensure all keys are in the correct place, clubroom is clean and tidy, taps turned off, then switch off lights and electric water heater and finally lock the door.
- On leaving the Centre the Instructor-in-Charge, or delegated instructor, must check all other persons have left the Centre and there are no Junior Members waiting outside, then securely lock the gates.
- Dustbin/bin sacks to be taken away if full by each session.